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Executive Registry

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**EXECUTIVE OFFICE OF THE PRESIDENT**

**BUREAU OF THE BUDGET**

WASHINGTON 25, D. C.

**BULLETIN NO. 51-11**

**March 21, 1951**

**TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS**

**SUBJECT: Emergency relocation planning**

**\*OMB Waiver Letter In ERU File\***

The National Security Resources Board has requested the Bureau of the Budget and the General Services Administration to prepare a plan for the emergency relocation of essential units of the executive branch now located in the Washington area which would provide sufficiently complete information and procedures to permit its rapid and orderly execution should the need arise. The Board also requests that personnel assigned to this planning be advised of two assumptions, (1) that Washington will not be evacuated, and (2) that the emergency relocation plan will not be effectuated unless required by enemy action or the imminent threat of such action.

Advance notice of the need for this plan was contained in Section II of the attachment accompanying my letter to heads of executive departments and agencies on the subject of "Planning for Continuity of Operations Under Emergency Conditions," dated November 9, 1950. Since then it is understood that considerable thought has been given by the agencies to their respective requirements for emergency planning.

In the interest of time and effort, the Bureau of the Budget and the General Services Administration will develop the plan as a joint undertaking. Certain basic information is now required of the departments and agencies which should be furnished not later than April 5. Sample of the reporting form, instructions concerning data to be reported, and general information on the subject are attached for your guidance.

Your attention is also invited to the security classification of this letter. In the event the information to be supplied by the reporting agency requires a higher classification than "Restricted," it is suggested that such material be held in the agency and proper note made on the reporting form to the effect that the information requested has a higher classification and will be made available to us in accordance with security regulations.

**FREDERICK J. LAWTON**  
Director

**Attachments**

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